

ICJI Quick Start Guide

Entering Funding Announcements copied From a previous Funding Announcement

Getting Started: Before entering a Funding Announcement, gather together all the information you will need to include such as: Title to be used, Funding Plan Year, Funding Area, Open Date, Due Date, Amount to be announced, Range of Awards, and Performance Measures.

Background: This procedure is used by Program Staff when they are directed by their Program Manager to create a Funding Announcement for multiple agencies or for a grant to a specific agency to apply on-line and when you plan to edit an “existing” Funding Announcement.

The Funding Plan must already be established in Portfolio Management by your Program Manager.

Please note: At this time, concept papers are not being submitted through Egrants.

Important: Funding Announcements must go through the Egrants approval process before being released to the public.

Login

1. Go to [Egrants](#).
2. Enter your “User ID” and “Password” and click on the “Login” button.

Funding Announcement

3. Select the “Funding Announcement” tab from across the top of the screen.
4. Do a search of Funding Announcements to make sure one has not already been done or to replicate a similar one previously entered.
 - a. Select from the drop down menu of “Program Area”, “Funding Stream” or “Plan Year” under the search criteria and click on the “Search” button. **Note:** you may narrow the search by using any of the criteria.
5. If selecting a previous Funding Announcement to create a new one:
 - a. Click on the “Funding Announcement Title” to open it.
 - b. Click on the “Copy to New Funding Announcement” button.
 - c. Change the “Title.”

- d. Fill in the basic information on the “Funding Announcement Summary” screen.
- e. Click “Save” and the additional tabs at the top of the screen will now be available.
- f. Most of the other screens are pre-filled with the data from the copied Funding Announcement. Review the fields on each screen and edit them as appropriate.
 - i. You will need to add the “Funding Announcement Reviewer” information again as it does not transfer when copying a previous Funding Announcement.
 - ii. All “Monitoring” sections will be set up like the Funding Announcement that you copied. However, you will still need to go through each section and click “Save As Final” to configure each “Monitoring” section. If these sections are not configured, they will not be on the Funding Announcement.
 - iii. Remember, you **cannot** change a Funding Announcement once projects are attached to it so it is very important to make sure all the information on the new Funding Announcement is correct.
- g. Remember to “Save” your work.